

C O N F I D E N T I A L

INSTRUCTIONS FOR PREPARATION OF PERSONNEL INFORMATION CARD -FORM 37-6

PURPOSE:

For efficient operation it is necessary that current employee office and home information be available to the Telephone Service, Mail and Control Section, and other offices where personnel locator records are maintained.

To accomplish this a Personnel Information Card Master file has been established in the Machine Records Branch, General Services Office. This file contains a Personnel Information Card for each Departmental employee assigned to Washington, D. C. headquarters.

The information contained in the Personnel Information Card consists of the employee's name, office location and telephone number, Agency Office to which assigned and home address and telephone number.

In accordance with Agency Regulation   the Administrative Officer of each Agency Office is instructed to submit a completed Personnel Information card to the Machine Records Branch for each employee assigned to his office.

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The Machine Records Branch will mechanically process these cards to establish the Master Card file and will also furnish the Administrative Officer with a duplicate of the Master Card. These duplicates are maintained by the Administrative Officer and are known as the "Office Files".

The Administrative Officer is responsible for maintaining the Office File on a current basis, and for reporting daily all additions, deletions and changes of locator information to the Machine Records Branch so that the information available in the Master File is kept current and accurate. The importance of this cannot be over-emphasized.

The Personnel Information Card (Form 37-6) was revised as of April 1953. Facsimile examples of the revised card form and instructions for reporting additions, deletions and changes are attached.

C O N F I D E N T I A L

ADDITIONS

1. Additions: New employees and transfers from Field to Departmental Office.

All items of information included in the body of the Personnel Information Card Form should be completed. Block 1, 2, 3 or 4 must be checked to indicate to what extent information is restricted.

## a. Example: Card for New Employee

NAME		OFFICE PHONE NO.	HOME PHONE NO.	OFFICE ROOM NO.	BUILDING	DATE			
SERIAL NO.	ORGANIZATION LOC.	STATE - COUNTY	CODE						
INDICATE CHANGES IN SPACE BELOW ONLY. DO NOT WRITE ON ANY OTHER PART OF CARD. NEW EMPLOYEES ONLY FILL IN ALL ITEMS, USING A BLANK CARD (FORM 37-6) WHEN REPORTING A CHANGE. FILL IN ONLY ITEMS AFFECTED BY CHANGE, USING PUNCHED CARD (FORM 37-6).									
NAME: LAST	SMITH	FIRST	JANE	MIDDLE	D.	DATE 15 FEB 52			
OFFICE (DESIGNATION & LOC.):	OPC	PT	1044	K	3840	TELEPHONE NO.			
NEW ADDRESS:	STREET & NO. CITY STATE COUNTY								
PRESENT ADDRESS:	1024 - 34 <sup>th</sup> ST, ARLINGTON, VA, ARLINGTON COUNTY								
HOME TELEPHONE NO.	GLEBE 8-7417 REMARKS NEW EMPLOYEE								
IMPORTANT: ONE OF THE FOLLOWING BLOCKS MUST BE CHECKED BY AN AUTHORIZED OFFICER <input type="checkbox"/> LIST IN AGENCY TELEPHONE DIRECTORY. RECORD IN TELEPHONE OFFICE AND MAIL ROOM FOR ALL INQUIRIES. <input type="checkbox"/> DO NOT LIST IN AGENCY TELEPHONE DIRECTORY. RECORD IN TELEPHONE OFFICE AND MAIL ROOM FOR ALL INQUIRIES. <input checked="" type="checkbox"/> DO NOT LIST IN AGENCY TELEPHONE DIRECTORY. RECORD IN TELEPHONE OFFICE AND MAIL ROOM FOR INTRA-AGENCY INQUIRIES ONLY. <input type="checkbox"/> RECORD IN MASTER LOCATOR FILE FOR AUTHORIZED EMERGENCY USE ONLY.									
DO NOT FOLD, SPINDLE, MUTILATE, OR STAPLE									
SERIAL NO.	NAME	OFFICE	ORGANIZATION	OFFICE LOC.	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									

The new cards are forwarded to the Machine Records Branch, where Master and Office File cards are prepared.

## Office File Card.

NAME		OFFICE PHONE NO.	HOME PHONE NO.	OFFICE ROOM NO.	BUILDING	DATE			
SERIAL NO.	ORGANIZATION LOC.	STATE - COUNTY	CODE						
INDICATE CHANGES IN SPACE BELOW ONLY. DO NOT WRITE ON ANY OTHER PART OF CARD. NEW EMPLOYEES ONLY FILL IN ALL ITEMS, USING A BLANK CARD (FORM 37-6) WHEN REPORTING A CHANGE. FILL IN ONLY ITEMS AFFECTED BY CHANGE, USING PUNCHED CARD (FORM 37-6).									
NAME: LAST	SMITH	FIRST	JANE	MIDDLE	D.	DATE 15 FEB 52			
OFFICE (DESIGNATION & LOC.):	OPC	PT	1044	K	3840	TELEPHONE NO.			
NEW ADDRESS:	STREET & NO. CITY STATE COUNTY								
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CHANGES

2. Changes: When any one of the items of information on a card is affected by a change, the card affected will be withdrawn from the Office file and the new information entered in the appropriate spaces on the card.

a. Example: Office Information Change.

SMITH JANE D										3840										GLB										74170PC1044K										150252																																																																															
N M										OFFICE PHONE NO.										HOME PHONE NO.										OFFICE ROOM NO.										BUILDING										DATE																																																																					
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New Office File Card.

SMITH JANE D										2641										GLB										74170PC1432K										030352																																																																															
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b. Example: Name and Home Information Change.

SMITH JANE D										2641										GLB										74170PC1432K										030352																																																	
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LAST										FIRST										MIDDLE										DAY MONTH YEAR																																																											
OFFICE (DESIGNATION & LOC.)										OFFICE										SECTION										ROOM NO.										BUILDING										TELEPHONE NO.																																							
NEW ADDRESS:										3687 VALLEY DR										ALEXANDRIA										VA										ALEX CO.																																																	
PRESENT ADDRESS:										1024 34 TH ST										ARLINGTON										VA																																																											
HOME TELEPHONE NO.										KI 8-8415										REMARKS										MARRIED 15 MARCH 1952																																																											
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IBM 829593																																																																																									

New Office File Card

PETERS JANE SMITH										2641										K18										84150PC1432K										200352																																																	
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## c. Example: Inter Office Transfer (Transfer between Offices)

Prepared by office receiving transferee and forwarded to  
Machine Records Branch.

PETERS JANE SMITH										2641										K18										84150PC1432K										200352																																																											
NAME										OFFICE PHONE NO.										HOME PHONE NO.										OFFICE ROOM NO.										BUILDING										DATE																																																	
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NAME										LAST										FIRST										MIDDLE										DATE										DAY MONTH YEAR																																																	
OFFICE (DESIGNATION & LOC.)										OFFICE										ADM. STAFF										2121										M										2412																																																	
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New Office File Card prepared by Machine Records Branch  
and forwarded to Office Receiving Transferee.

PETERS JANE SMITH										2412										K18										84150RR2121M										210652																																																											
NAME										OFFICE PHONE NO.										HOME PHONE NO.										OFFICE ROOM NO.										BUILDING										DATE																																																	
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NOTE: 1. Leave Without Pay and Maternity Leave exceeding 30 days should be reported as a change of telephone number from that of the employee to the telephone number of the Administrative Officer.

2. A transfer from vouchered to unvouchered funds, and the employee remains in Washington, D. C. headquarters is not reported as a change unless there is a change in the information classification code.

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DELETIONS3. Deletions

Master and Office file cards will be deleted from the files when an employee resigns, is transferred from Departmental rolls or is deceased.

When such actions occur, the Office card will be withdrawn from the Office File and the proper entry will be posted in the "Remarks" space; ie: "Resigned" "Transferred to Field" or "Deceased" and the card will be forwarded to the Machine Records Branch.

## a. Example: Resignation Deletion

PETERS JANE SMITH										2412										K18										84150RB2121M										210652																																																											
NAME										OFFICE PHONE NO.										HOME PHONE NO.										OFFICE ROOM NO.										BUILDING										DATE																																																	
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## NOTE:

It is imperative that all deletion cards be submitted promptly to the Machine Records Branch.

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